

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 6243
Job Title: Director of External Affairs
Salary Grade: 24
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. # 9500114
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the President, Chief of Staff and/or Director of Communications and Public Affairs, is responsible for developing strategies and coordinating community outreach efforts related to operations, programs and the implementation of projects for the President and various Departments under the jurisdiction of the President. Supports the President's mission and strategic plan by developing and coordinating outreach to publicize available programs and program opportunities. Assists in the coordination of public events for the President and community based events and may be required to assist in various research, the writing of speeches, developing brochures, promotional materials, press releases and public service announcements. Develops partnerships with key community stakeholders and civic associations. Maintains close coordination and communication with Department Heads and remains closely aligned with the vision and strategy of the President's. Works directly with the President and the Director of Communications and Public Affairs.

Key Responsibilities and Duties

Actively participates in community based events to coordinate community outreach efforts on behalf of the President regarding various County initiatives.

Develops and promotes community relations opportunities by developing policies and implementing programs at community events.

Maintains and develops relationships with key external contacts and the community at large.

Works with various departments to develop programs, events and new initiatives and promote such new and ongoing initiatives in the community at large.

Assists President, Chief of Staff and Director of Communication and Public Affairs with media inquiries, communication efforts and public affairs.

May assist in the development of public service announcements and community relations efforts.

Coordinates matters for invited guests of the President at County Board meetings.

Researches local governmental policies, procedures and programs nation-wide in an effort to aid the County in its development and marketing of future County programs.

Represents the President at community group events.

Responds in a sensitive and capable manner in situations requiring a high degree of confidentiality and tact.

Takes minutes of meetings and prepares memorandum for Chief of Staff regarding community based events.

Assists in the drafting of speeches, PSA's, brochures, press releases, as required.

Knowledge, Skills and Abilities

Ability to work cooperatively with supervisory and professional personnel in the coordination or delivery of services as provided by the agency.

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment.

Ability to research programs and aid in the development of policies as it relates to media response.

Good attention to multifarious detail; ability to proof, verify and edit complex data, transcribe and cross reference data from personal computer and documents.

Ability to follow-up in a thorough and timely manner relative to unresolved business.

Thorough knowledge of the principles and techniques of office practices and procedures. Accurate judgment in making decisions, reorganizing established precedents and in meeting new problems.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree **PLUS** a minimum of three (3) years' experience working with governmental entities, community based organizations or in public affairs and communications **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in journalism, communications, public relations or public administration.

Five or more years' experience working for a governmental entity, community based organization or a private public relations firm.

Proficient verbal and written communication skills.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

